



**DEVELOPMENT TEAM LEADER  
(INFORMATION SERVICES)**

**GENERAL RESPONSIBILITIES**

Under the leadership of the Coordinator of Information Services, the position is responsible for the analysis, design, development, training, implementation, and maintenance of custom and 3<sup>rd</sup> party supported applications.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Support team members in their analysis, design, development, and training.
- Lead team members in developing, testing, implementing, and maintaining applications.
- Conduct a thorough analysis of application development projects.
- Analyze requests for custom software development and data requests; provide estimates of time and cost.
- Coordinate inter-project dependencies and develop project definitions and implementation plans.
- Report to project managers on the status of assigned tasks.
- Coordinate with other team leads on implementation, maintenance, and development plans.
- Maintain comprehensive system specifications and documentation for each application.
- Collaborate on multiple projects/problems and coordinate efforts to resolve issues between users and systems.
- Analyze and document day-to-day production system problems and follow up with operations to ensure timely resolution.
- Manage the day-to-day activities of various processes
- Gather and report on various process metrics
- Track compliance to department policies
- Escalate any issues with the various processes
- Act as stakeholder for process meetings and Change Control Board (CCB)
- Coordinate with DBAs in developing, testing, implementing and maintaining databases.
- Develop project reports and presentations for customer review and acceptance.
- Plan and facilitate meetings between various departments and software vendors.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge and expertise in the software development lifecycle. Must have the ability to display an understanding of the broad scope of a project while maintaining focus on individual tasks; effectively and efficiently manage time and effort; follow through to completeness on every detail; multitask in a dynamic environment where priorities may change; and utilize project tracking tools. Experience with Microsoft Visual Studio, Azure DevOps, C#, and advanced Web development experience with HTML5, Javascript, REST & SOAP Web Services, ASP.NET, OAuth and SAML user authentication, and a thorough understanding of object-oriented development. Experience in Microsoft Power Automate and developing parameter driven reports with MS SQL Reporting Services and Power BI is desirable. Microsoft or other relevant industry certifications are desirable. Experience with LaserFiche forms and workflow is also desirable.



**EDUCATION AND EXPERIENCE**

**Required:** Must have a Bachelor’s degree in the field of computer science, information science, or management information systems.

**Preferred:** Must have a minimum of six (6) years’ experience in software development and/or software lifecycle management. Experience working with student Information, human resources, and/or payroll systems development, and/or Industry certifications in system development methodologies is desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, and stooping. Work involves moderate exposure to loud noises. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.